



## NORTH CAROLINA AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Supervisory Supply Technician D1948000 AFSC: 2S051 PSN #: 0079392634	<b>RANK/GRADE:</b>  Must be SSgt/E-5 NTE MSgt/E-7 <b>(ON BOARD AGR ONLY)</b>	<input checked="" type="checkbox"/> <b>NATIONWIDE</b>  <input type="checkbox"/> <b>NCANG MEMBERS ONLY</b>  <input checked="" type="checkbox"/> <b>ON BOARD AGR ONLY</b>	<b>ANNOUNCEMENT #:</b>  <b>ANG-AGR 2016-23</b>
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**UNIT, LOCATION:** 145 LRS, Charlotte, NC

**OPENS:** 01 December 2016

**CLOSES:** 05 January 2017

**POC:** Capt Timothy S. Huneycutt

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**JOB DESCRIPTION:** This position is located in the Maintenance Support Section of the Materiel Management Flight, Logistics Readiness Squadron, Mission Support Group, ANG Aviation Wing. The primary purpose is to serve as a first level supervisor for the Flight Service Center Element, providing planning, directing, organizing and exercising control over non-supervisory employees assigned to the Maintenance Support Section.

Plans and organizes the work performed in the sections to provide optimum service, efficiency, and productivity. Develops and establishes performance standards and rates the performance of subordinates. Selects or participates in the selection of new employees. Conducts and documents corrective interviews with subordinates. Approves sick and annual leave and establishes leave schedules. Determines training needs of subordinates and ensures training is provided. Prepares, approves, and assigns official job descriptions and performance appraisals. Prepares, justifies, and recommends performance awards. Keeps employees informed of various personnel programs. Advises employees on work and administrative matters. Serves as the technical expert in resolving work related problems, which cannot be resolved by subordinates. Implements, promotes, and effectively supports equal opportunity for all personnel. Follows provisions of local labor agreements and applicable directives on personnel management.

Interprets, plans, establishes, and prioritizes work requirements for affected elements and personnel. Provides technical advice and supervises the Maintenance Support Section. Determines effectiveness of support and recommends changes to both maintenance and supply activities. Reviews materiel management changes, determines operational restraints and implements procedures as required. Determines section operational effectiveness by analyzing historical and current data, preparing comparison graphics and utilizes same for purpose of setting goals. Prepares guidance to subordinates in helping to achieve set goals. Regularly converses with the Global Logistics Support Center (GLSC) in resolving logistical problems.

Manages the Career Field Education and Training Plan (CFETP) for the Maintenance Support Section. Ensures a Master Training Plan is developed and OJT is planned, developed, and conducted for all personnel assigned to the sections to ensure taskings are met.

Prepares replies for Internal Surveillance program and ensures self-inspection program is conducted for sections.

Uses and assures proper fit of required safety equipment and personal protective equipment (PPE).

Performs other duties as assigned.

**QUALIFICATIONS:** Must meet the physical qualifications outlined in AFI 23-201, as appropriate. Must comply with the military duty eligibility requirements IAW ANGI 36-101.

Knowledge is mandatory of: the Standard Base Supply System, its programs and procedures and of a wide range of commonly applied supply functional principles, concepts and program operations to apply judgment, perform analysis, provide service and resolve problems.

Knowledge of established supply systems to weigh the impact of variables on existing policies and procedures that influence the support and services provided.

Knowledge and skill to analyze supply/budget reports to measure progress in meeting stock fund objectives, both local and major command.

Ability to conduct surveillance visits and special analysis of all supply elements to ensure compliance with directives and procedures.

Knowledge to perform analytical assignments involving specific issues associated with supply systems and function analysis to include issues related to stock fund management and the ability to recommend changes when standard procedures and practices are inadequate.

Knowledge of Air Force Stock Fund, to include a detailed knowledge of Funds Management procedures and practices.

Ability to analyze stratification reports to measure progress in meeting objectives; to assemble and prepare statistical data depicting trends; to identify problems and take or recommend appropriate corrective actions; and to independently select and apply appropriate procedures.

Ability to communicate effectively both orally and in writing.

Knowledge of and skills in utilization of personal computers, word processing, spreadsheet, presentation applications, and other programs and databases and the ability to prepare charts or graphs.

Familiarization and understanding of data transmission systems.

**NOTE: Military Grade Inversion:** The military structure is preeminent over the full-time structure and military grade inversion within the full-time work force is not permitted. The military grade of the supervisor must equal or exceed the military grade of personnel supervised.

**Application Packages must include the following:**

- (1) NGB Form 34-1
- (2) A copy of your current (last 12 months) "passing" Physical Training Assessment Sheet. Must have a passing PT Assessment before starting tour.
- (3) Current Report of Individual Person (RIP) (all pages) (Obtain from vMPF)
- (4) ASVAB Scores and PULHES: Must comply with ASVAB and PULHES criteria as listed in AFECD.
- (5) Dental Classification: 1 or 2 (Obtain SF 603A from 145 MDG)
- (6) Must have adjudicated Security Clearance before starting tour.
- (7) Submit as one attachment.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. HRO is not responsible for incomplete packets. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents.

EMAIL APPLICATIONS TO: [usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil](mailto:usaf.nc.145-msg.mbx.full-time-job-applications@mail.mil). Applications must be received not later than 1600 hours (EST) on the closing date of the announcement. Applications received after the closing date/time will not be accepted. Applications must not be mailed using government-supplied envelopes or postage.

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation.

